

CLASS TITLE: First Deputy Director

CHARACTERISTICS OF THE CLASS: Under general direction, the class assists the Director in the overall management and direction of the department's operations; functions as second in charge of the department; and performs related duties as required.

ESSENTIAL DUTIES: Assists the Director in coordinating and directing programs and operations for the department; directs managerial staff in developing and implementing departmental policies and procedures; provides leadership and guidance to managerial level staff in meeting the department's goals and mission statement; directs managers in evaluating departmental operations and overseeing the development and modification of work standards, policies and procedures to improve areas of deficiencies; communicates department goals to managers, the general public, outside agencies and project consultants; plans and directs administrative support functions including budget and personnel administration, records management, procurement services and information technology; directs the conduct of research to gather information on proposed initiatives and special projects; reviews and approves research findings and forwards recommendations to the department head; provides technical assistance and serves as liaison to departmental managers and consultants involved in program planning and implementation; directs the compilation of comprehensive operations and administrative reports for the department; interprets department policies and procedures to staff; directs and coordinates staff training and development activities; represents the Director at meetings with city officials, governmental agencies and project consultants.

RELATED DUTIES: Coordinates and directs the conduct of grant research opportunities and the writing of proposals; oversees the development of contract specifications, coordination of the selection process and the monitoring of consultants engaged in providing contracted services.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, or a directly related field, supplemented by five years of progressively responsible managerial or project management experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Comprehensive knowledge of management principles and practices. Comprehensive technical knowledge

CLASS TITLE: First Deputy Director (Cont'd)

pertaining to department operations. Comprehensive knowledge of policy development. Comprehensive knowledge of supervisory and management theories and practices.

Ability to direct management staff. Ability to assess the effectiveness of department operations. Ability to establish department goals, objectives, policies and procedures.

Comprehensive management skills. Comprehensive analytical skills. Comprehensive supervisory and management skills. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. General office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

February, 2005
City of Chicago
Department of Personnel